



**AIRPORTS AUTHORITY OF INDIA**  
O/o. THE AIRPORT DIRECTOR  
AVIATION SAFETY DIRECTORATE, GUWAHATI AIRPORT  
GUWAHATI-781015

# **TENDER DOCUMENT**

## **NAME OF THE WORK**

**JOB WORK FOR TRAPPING AND REMOVAL  
OF WILDLIFE (JACKAL ETC.) FROM  
OPERATIONAL AREA AT LGBI AIRPORT,  
GUWAHATI**

**Tender No. AAI/GHT/AVN SAFETY/  
E-TENDER ID: 2020\_AAI\_46445\_1**



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### **NAME OF WORK:**

**Job Work for trapping and removing of wildlife(Jackal etc) from operational area at LGBI Airport, Guwahati**

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This tender documents contains a total of **26 pages** (serially numbered from 1 to **26**), including the cover page and this page.

-----Sd-----  
Joint. GeneralManager (ATM-Safety)  
O/o. the Airport Director  
Guwahati Airport  
Guwahati-781015  
Tel.:0361 2840351-7 extn: 503

## **TENDER SCHEDULE**

Name of Work.	Job Work for trapping and removing of wildlife(Jackal etc) from operational area at LGBI Airport, Guwahati
Tender Reference No.	<b>AAI/GHT/Avn. Safety/</b>
Estimated Cost	Rs. 9,47,500/- (EXCLUDING GST)
Tender Fee (Non-refundable)	Rs.1120/- (inclusive of GST)
EMD (by Demand Draft only)	Rs.18950/-

## **CRITICAL DATES**

01.	Tender Publish Date	20.03.2020@ 1800 Hrs.
02.	Tender Download / Sale <b>Start</b> Date & Time	20.03.2020@ 1800 Hrs.
03.	Tender Download / Sale <b>End</b> Date & Time	27.03.2020@ 1800 Hrs.
04.	Clarification <b>Start</b> Date & Time (Pre-bid queries, if any by Bidders)	20.03.2020 @ 1800 Hrs.
05.	Clarification <b>End</b> Date & Time (to be given by Bid Manager, AAI)	25.03.2020@ 1600 Hrs.
06.	Bid Submission <b>Start</b> Date & Time	20.03.2020@ 1800 Hrs.
07.	Bid Submission <b>End</b> Date & Time	27.03.2020@ 1800 Hrs.
08.	Last Date & time for physical submission of original Demand Draft towards Tender Fee, EMD & Undertaking-cum-Declaration (Annexure-A) at O/o Bid Manager.	31.03.2020@ 1700 Hrs.
09.	Date & Time of opening of physical documents ( <b>Off Line</b> )	01.04.2020 @ 1200 Hrs.
10.	Bid Opening Date & Time (Cover-I)	01.04.2020@ 1530 Hrs.
11.	Bid Opening Date & Time (Cover-II)	01.04.2020 @ 1600 Hrs.
12.	Bid Opening Date & Time (Cover-III) (Financial Bid)	Will be intimated through CPP Portal

### **Note:-**

- a. AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the CPP portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on the CPP portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension thereof on any grounds will be granted / entertained.

**SECTION : I**  
**NOTICE INVITING e-TENDER**

**NIT No.:AAI/GHT/STORE/2**

1. Item Rate Tenders are invited from the experienced agencies through the CPP portal (e-procurement) by the Joint. General Manager (ATM-Safety - O/o Airport Director, Airports Authority of India, Guwahati Airport, Guwahati-781015 on behalf of Chairman, AAI for '**Job Work for trapping and removing of wildlife(Jackal etc) from operational area at LGBI Airport, Guwahati.**' at an **estimated cost of Rs.9,47,500/- excluding GST.**

1.1.1 The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring bidders may go through the tender document by "Guest User" login.

1.1.2 Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'password' and go through the instructions available in the Home Page after log in to the CPP-portal<https://etenders.gov.in>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The bidder may also take guidance from AAI Help Desk Support as given Section-II of the tender.

**1.2 SUBMISSION OF PHYSICAL DOCUMENTS (OFFLINE):**

Bidders shall submit the following documents in **physical form** by Speed Post / Courier / in person:-

<b>SL. NO.</b>	<b>QUALIFYING REQUIREMENT</b>	<b>DOCUMENT(S) TO BE SUBMITTED</b>
(i)	Tender Fee	Demand Draft ( <b>in original</b> ) for Rs. 1120/- (including GST) drawn from any Nationalized / Scheduled Bank (but not from Co-operative or Gramin Bank) in favour of "Airports Authority of India", payable at Guwahati. OR Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE SUBMITTED
(ii)	EMD	Demand Draft <b>(in original)</b> for Rs. 18950/- drawn from any Nationalized/Scheduled Bank (but not from Co-operative or Garmin Bank) in favor of "Airports Authority of India", payable at Guwahati. OR Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption.
(iii)	Undertaking-cum-Declaration	<b>In original</b> duly signed with company's Stamp/Seal, as per Annexure-A.

Note:-

a. **MSEs Bidders:** MSEs who are registered with District Industries Centres (DICs) / Khadi & Village Industries Commission (KVIC) / Khadi & Village Industries Board (KVIB) / Coir Board / NSIC / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) are eligible for availing benefits under the Public Procurement Policy. With effect from 18/09/2015, MSEs registered under Udyog Aadhaar Memorandum (UAM) are also eligible to avail the benefits under Policy.

b. All the Physical Documents mentioned above are to be put in a sealed cover super scribing Name of Work & Tender Ref. No. and forwarded to the Bid Manager at the following address on or before the last date specified in the Tender Schedule: -

**To The Airport Director  
Kind Attn: Jt.GM(ATM-Safety)  
AIRPORTS AUTHORITY OF INDIA, Aviation Safety Directorate ,  
GUWAHATI AIRPORT, GUWAHATI-781015  
Tel.: 0361-2840351-57 extn:503**

c. **In case tender of the Bidder, whose all the documents in Physical Form (OFFLINE) are not received within the stipulated date & time as per Tender Schedule, will be rejected out rightly. Any postal delay will not be entertained.**

1.3 The following 3-Covers shall be submitted **ONLINE** by the bidders: -

1.3.1 **COVER-I:** Containing **Qualifying requirement** of Contractor / Firm.

The Bidders shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criterion mentioned below in "Cover-I": -

**COVER-I: Qualifying Requirement** shall contain the following documents: -

SL. NO.	Qualifying Requirement	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Tender fee	Scanned copy of Demand Draft for Rs. 1120/-. <b>OR</b> Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of EMD.
(ii)	EMD	Scanned copy of Demand Draft for Rs. 12925/-. <b>OR</b> Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of EMD.
(ii)	Undertaking-cum-Declaration	Scanned copy duly signed with company's seal, as per Annexure-A.

1.3.2 **COVER-II: Technical Bid** shall contain the following documents: -

SL. NO.	Description	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have GST Registration.	Scanned copy of GST Registration Certificate.
(ii)	Should have Permanent Account Number (PAN).	Scanned copy of <b>PAN</b> Card.
(iii)	Should have experience in similar nature of work (trapping wild life) during the last 5 years.  1. One work of value Rs.7.58 L or more 2. Two works each of value Rs.4.74 L or more. 3. Three works each of value Rs.3.79 L or more.	Scanned copy of <b>Work Order and completion certificate.</b>

(iv)	Valid Trade License.	Scanned copy of Valid Trade License from Govt. authority.
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### 1.3.3 **COVER-III: Financial Bid**

All rates shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard **BOQ format(online BOQ in .xls format)** with the tender document and the same is to be downloaded and filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

### 1.4 **BIDS OPENING PROCESS**

The bid opening process will be as below:-

1.4.1 **Physical Documents:** Physical Documents submitted offline by Bidders shall be opened as per the Tender Schedule. In case all the documents as listed in Clause 1.2/Section-I are not received within the stipulated date & time as per Tender Schedule will be rejected out rightly online. Any postal delay will not be entertained.

1.4.2 **Cover-I:** Containing Qualifying requirement of Contractor / Firm (uploaded by the Bidders) shall be opened as per the Tender Schedule. The intimation regarding acceptance / rejection of their Bids will be intimated to the Bidders through CPP Portal.

1.4.3 **Cover-II:** Technical Bid opening date shall be intimated through CPP portal. If any clarification is needed from the Bidder about the deficiency in the uploaded documents in Cover-I & II, the same shall be asked to be provided through Shortfall document folder in CPP portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by AAI, failing which tender will be liable for rejection.

1.4.4 **Cover-III:** Financial Bid of those bidders who are found meeting all the requirements of "Cover-I & II" shall only be opened. Depending on Technical Bid evaluation, the date shall be intimated through CPP portal.

1.5 AAI reserves the right to accept or reject any or all applications without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.

1.6 The firm / bidder who are blacklisted / debarred by the CBI / CVC / BCAS / AAI or any other Department of Govt. of India or State Government shall not participate in

the tender. A declaration to that effect shall be submitted by the parties as per prescribed form (Annexure-A).

1.7 AAI reserves the right to disallow the issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary / Permanent debar by any Department of AAI, AAI reserve the right to verify the credentials submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm, then AAI shall take the following action:

- (a) Forfeit the entire amount of E.M.D submitted by the firm.
- (b) The agency shall be liable for debarment for 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

1.8 If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

\* \* \*

**CHECK-LIST FOR PHYSICAL DOCUMENTS TO BE SUBMITTED OFFLINE**

<b>Sl. No.</b>	<b>Name of the Document</b>	<b>Whether Submitted</b>
1.	Tender Fee - Demand Draft (in original) for Rs1120/- <b>(OR)</b> Copy appropriate Registration Certificate in case of MSEs seeking exemption.	YES / NO
2.	EMD - Demand Draft (in original) for Rs.18950/- <b>(OR)</b> Copy appropriate Registration Certificate in case of MSEs seeking exemption.	YES / NO
3.	Undertaking-cum-Declaration (in original)	YES / NO

**CHECK-LIST FOR SCANNED DOCUMENTS TO BE UPLOADED**

<b>Sl. No.</b>	<b>Name of the Document</b>	<b>Cover</b>	<b>Whether Uploaded</b>
1.	Tender Fee - Scanned copy of Demand Draft for Rs.1120/-. <b>(OR)</b> Scanned copy appropriate Registration Certificate in case of MSEs seeking exemption.	<b>I</b>	YES / NO
2.	Scanned copy of GST Registration Certificate.	<b>II</b>	YES / NO
3.	Scanned copy of PAN (Permanent Account Number).	<b>II</b>	YES / NO
4.	Scanned copy of Work/supply Order.	<b>II</b>	YES / NO
5.	Valid Trade License	<b>II</b>	YES/NO
6.	EMD - Scanned copy of Demand Draft for 18950/- <b>(OR)</b> Scanned copy appropriate Registration Certificate in case of MSEs seeking exemption.	<b>I</b>	YES / NO
7.	Scanned copy of Undertaking-cum-Declaration on Unconditional acceptance of Terms & Conditions (Annexure-A).	<b>I</b>	YES / NO
8.	Financial Bid as per (online BOQ in .xls format to be uploaded in CPP Portal)	<b>III</b>	YES / NO

\* \* \*

## **SECTION : II**

### **E-TENDERING GUIDELINES TO BIDDERS**

#### **2.0 Requirement of E-Tendering Participation**

Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for Bidders" and go through the 'Self Help files' available in the Home Page after logging-in to the portal <https://etenders.gov.in>. Vendors are required to carry out the following activities:

#### **2.1 Registration**

Registration shall be on CPP e-Procurement Portal free of cost, at <https://etenders.gov.in>.

#### **2.2 Login ID:**

Bidder shall click '**Apply for Access Authentication**' and fill in the required details as reflected on screen. After saving the details, a password for the registered bidder will be generated by the system and the password will be sent to the **e-mail id** provided by the bidder during registration. On receipt of email, the login id is ready with the bidder to proceed further.

#### **2.3 General guidelines for bidders:**

Guidelines to proceed further in the tender process are available in the CPP e-Procurement portal under Self Help Files Tab. Bidders are advised to go through these guidelines before submitting their bids, on-line.

#### **2.4 Digital Certificate:**

Bidder shall have a legally valid **class III digital certificate** as per Indian IT Act, 2000, from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (Please visit : [www.cca.gov.in](http://www.cca.gov.in)). Licenced CA's in India are:

- a) Safescrypt b) NIC c). IDRBT d) TCS
- e) MtnlTrustline f) GNFC g). e-MudhraCA

#### **2.5. Online Tendering:**

For all AAI tenders hosted on CPP e-Procurement portal, the Cover-I, II & III shall be submitted on-line only.

Upload the tender in multiple files (by breaking the same into multiples files), each file should not be of more than 10 MB. However, documents which have to be submitted in originals like Tender Fee, EMD or any other such documents mentioned in the tender documents will have to be physically submitted as advised in this tender document.

2.6 On-line training & technical assistance for interested bidders shall be available as follows:

2.7 **Bidder's training support system:**

Detailed information in this regard, have been provided to the bidders at CPP e-Procurement Portal i.e. <https://etenders.gov.in> under the Self Help Tab. However, training support system is given inside the portal and are **visible to the registered bidders only**.

2.8 **Help Desk Services:**

**CPPP under GePNIC, Help Desk Services**

(a) For any technical related queries please call the Help desk. The 24x7 Help Desk Number 0120-4200462, 0120-4001002.

**Note** – Bidders are requested to kindly mention the **URL of the Portal** and **Tender Id** in the subject while emailing any issue along with the Contract details. For any issues / clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

**Tel :** 0120-4200462, 0120-4001002

**Mobile:** 91 8826246593

**E-Mail :** [support-eproc@nic.in](mailto:support-eproc@nic.in)

(b) For any Policy related matter / Clarifications Please contact Dept. of Expenditure, Ministry of Finance.

**E-Mail :** [cPPP-doe@nic.in](mailto:cPPP-doe@nic.in)

(c) For any Issues / Clarifications relating to the publishing and submission of AAI tender(s):

(i) In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

(ii) Before submitting queries, bidders are requested to follow the instructions given in "**Guidelines to Bidders**" and get their computer system configured according to the recommended settings as specified in the portal at "**System Settings for CPPP**".

(d) In case of any issues faced, the escalation matrix is as mentioned below:

Sl. No.	Support Persons	Escalation Matrix	E-MailAddress	Contact Numbers	Timings*
1.	HelpDesk Team	InstantSupport	<a href="mailto:e-sap1@aai.aero">e-sap1@aai.aero</a>	011-24632950, Ext-3512	0800-2000Hrs. (MON -SAT)
2.	Jr.Exe.(IT)	After4 Hours of Issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a>	011-24632950, Ext-3505	0930-1730Hrs. (MON-FRI)
3.	Sr.Mgr.(IT)	After12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011-24632950, Ext-3523	0930-1730Hrs. (MON-FRI)
4.	Jt. General Manager(IT)	After24 Hours	<a href="mailto:ykkaushik@aai.aero">ykkaushik@aai.aero</a>	011-24651507	0930-1730Hrs. (MON-FRI)
5.	GeneralManager(IT)	After03 Days	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	011-24657900	0930-1730Hrs. (MON-FRI)

\* The Help desk services shall remain closed on all Govt. Gazetted Holidays.

(e) The above mentioned help desk numbers are intended only for queries related to the issues on CPP e-Procurement portal and help needed on the operation of the portal. **For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.**

\* \* \*

## **SECTION-III**

### **DEFINITIONS**

- 3.0 "AAI" means the "Airports Authority of India".
- 3.1 The Chairman means the "Chairman", Airports Authority of India or his successors.
- 3.2 "Bidder / Tenderer" means the individual or firm who participates in this tender and submit their bid.
- 3.3 "Bid Manager" means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the project with the bidder / contractor.
- 3.4 "The Contractor" means the person/firm or company with whom the order for the stores is placed and shall be deemed to include the contractor's successors (approved by the purchaser) representative executors and administrators as the case may be unless executed by the terms and the contract.
- 3.5 "Acceptance of Tender" means the letter of memorandum communicating to the contractor regarding acceptance of his tender. This includes an advance acceptance of his tender.
- 3.6 "The Purchaser" means the "chairman, Airports Authority of India, New Delhi – 110003 or his representative.
- 3.7 Stores to be supplied at: - As per name of consignee mentioned in tender document/supply order.
- 3.8 "The Inspecting Officer" means the persons, firm or department authorized by the purchaser to inspect the stores on his behalf. This includes representatives of the inspecting officers so nominated.
- 3.9 "Specifications" means a specification accepted or approved by the purchaser for the compliance by the contractor.
- 3.10 "Day" means a day starting from 0000 hrs. to 2400 hrs.
- 3.11 "Month" means a calendar month or a cycle month depending on the date of commencement of the contract. For all prorata calculation, the number of days considered in a month will be 30.
- 3.12 "The Award Letter / Work Order" means the order placed on contractor/ firm for supply of Grass Cutting Machines.

3.13 "The Contract" means the agreement signed between the AAI and the Contractor as per the terms and conditions contained in the tender.

3.14 "The Contract Price" means the price payable to the Contractor under the Purchase Order for the full and proper performance of its contractual obligations.

3.15 "Non-responsive Bid" means a bid, which is not submitted as per the instructions to the bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or incomplete bids or intentional errors have been committed in the Bid.

\* \* \*

## **SECTION : IV**

### **INSTRUCTIONS TO TENDERERS**

#### **4.0 Tender document:**

4.1 The tender document consists of six sections. The bidder shall go through all these sections:

<b>Section – I</b>	<b>: Notice Inviting e-Tender.</b>
<b>Section – II</b>	<b>: E-Tendering Guidelines Bidders</b>
<b>Section – III</b>	<b>: Definitions.</b>
<b>Section – IV</b>	<b>: Instructions to Tenderers.</b>
<b>Section – V</b>	<b>: General Conditions of Contract.</b>
<b>Section – VI</b>	<b>: Special Terms &amp; Conditions of Contract.</b>

Bidders shall comply with each clause of all the above six sections.

4.1.1 Bidders willing to participate may download the digitally signed tender document on-line from CPP e-Procurement portal at <https://etenders.gov.in> and submit digitally counter-signed tender document on-line at the same portal.

4.1.2 The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

4.1.3. Bidder shall upload tender on CPPP E-Portal well in advance i.e. 24 hrs before scheduled closing time of bid submission to avoid last minute hassles. **AAI shall not entertain any queries on such subject after last date of downloading tender document.**

4.2 **Transfer of Tender document:** Tender documents are not transferable.

#### **4.3 Amendment to Tender document:**

At any time, prior to scheduled date of submission of bids, AAI, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference to this tender and binding on the bidders. Addendum /corrigendum will be notified through CPP e-Procurement portal at <https://etenders.gov.in>.

#### **4.4 Clarifications of Bid Documents:**

Bidder, requiring any clarification of the tender documents may submit their queries, if any, only through provision of CPP e-Procurement Portal at <https://etenders.gov.in> and AAI shall not respond to any queries sent though by any other means.

- 4.4.1 Request for clarifications received from bidders shall be responded by AAI till the schedule date and time indicated in the Tender Schedule or as extended thereto by AAI.
- 4.4.2 Replies to Clarifications by AAI will be uploaded through CPP e-Procurement Portal. The bidders are advised to visit the same at <https://etenders.gov.in> regularly.
- 4.4.3 Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.
- 4.4.4 AAI makes no representation or guarantee as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- 4.4.5 In order to provide reasonable time to bidders to take the amendments made by AAI into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.
- 4.5 AAI shall summarily reject a bid as non-responsive if found valid for a shorter period than specified in the Tender documents. Only in exceptional circumstances, AAI may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.
- 4.6 **Post Tender Qualification for Technical Evaluation:**
- Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:
- 4.6.1 **If any document submitted in Cover-I & II is found to be false or fabricated, the EMD shall be forfeited, besides black listing of the bidder.**
- 4.6.2 Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder.
- 4.7 **Composition of Bids and General Guidelines for bid process:**
- 4.7.1 Bidders shall submit their bids as per scheduled date & time through CPP e-Procurement portal at <https://etenders.gov.in> only.
- 4.7.2 Bidders shall submit the tender before the deadline as specified in the Tender Schedule of this tender document. **e-tender CPP Portal shall not allow bidders to submit their tender after the scheduled date & time.**
- 4.7.3 The Cover-I, II & III will be opened online by AAI at the time and date as given in the Tender schedule. All the statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for evaluation.
- 4.7.4 The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPP e-Procurement portal.

#### 4.8 **On-line E-Tendering General Guidelines:**

- 4.8.1 System shall not permit upload of bids after the scheduled time of submission.
- 4.8.2 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission.
- 4.8.3 To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in CPP e-tendering portal.
- 4.8.4 Bidders may submit their response to AAI queries through provision of CPP e-procurement Portal Only.
- 4.8.5 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.

4.9 **Preparation / Submission of Bids:** Bids shall be prepared and submitted in three parts: the first, second and third part shall comprise of the Qualifying Requirement (Cover-1), Technical Bid (Cover-II) and the Financial Bid (Cover-III) specifying the price offer respectively and the relevant documents, as specified in Section-I, be uploaded in CPP e-procurement portal.

#### 4.10 **Language and Currency:**

The bidder shall quote the rates in English language and in international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. Over writing is not permitted. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

- 4.11 It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. No condition, whatsoever, shall be stipulated in this part.
- 4.12 Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive Bid and are liable to be rejected. If the bidder gives wrong information in his/her tender, **AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the Earnest Money Deposit / Security Deposit.**
- 4.13 AAI reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in Technical bid evaluation shall not be opened. AAI also reserves the right at its sole discretion not to award any order for which the tender is called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by tenderers shall not be returned.

- 4.14 AAI shall evaluate the Bids to determine whether they are complete, the documents have been properly signed and the bids are in order.
- 4.15 AAI will determine the substantial responsiveness of each bid to the Bid documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. AAI's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as substantially non-responsive will be rejected by AAI.
- 4.16 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender during the tendering process.
- 4.17 Date of submission and opening of tender can be extended at the sole discretion of the Competent Authority.
- 4.18 **Award of Contract:**
- 4.18.1 The acceptance of the tender shall be intimated to the successful bidder by AAI through Fax / Letter/ Telephone / e-mail etc.
- 4.18.2 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

\* \* \*

**SECTION : V**  
**GENERAL CONDITIONS OF CONTRACT**

5.0 The e-Tenders as per the prescribed Form, are invited in open tender three cover system:

- |              |                  |                                 |
|--------------|------------------|---------------------------------|
| <b>(i)</b>   | <b>Cover- I</b>  | <b>: Qualifying Requirement</b> |
| <b>(ii)</b>  | <b>Cover-II</b>  | <b>: Technical Bid</b>          |
| <b>(iii)</b> | <b>Cover-III</b> | <b>: Financial Bid</b>          |

5.1 Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.

5.2 Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate tender applications.

5.3 The right to accept the tender in full or in part / parts will rest with AAI. The Tender is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.

5.4 The Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.

5.5 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to be rejected.

5.6 On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Airport Director or his authorized representative, which shall be communicated to the AAI.

5.7 Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the technically qualified and responsive Bidder offering and lowest evaluated bid in technically are commonly conformity with the requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard.

5.8 A responsive bidder is one who submits priced tender and accepts all terms and conditions of the specifications and contract documents without any major modifications.

5.9 A major modification is one which affects in any way, the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidder or any right of AAI as required in the specifications and contract documents. Any modification in the terms and conditions of the tender, which are not acceptable to AAI, shall also be treated as a major modification.

5.10 Bidder shall submit a responsive bid, failing which his/her tender will be liable to be rejected.

5.11 All rates shall be quoted in Financial Bid only. Conditional Financial Bid shall be rejected.

5.12 The bidders shall quote their rates in international numerals. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

5.13 The bidder shall duly attest all corrections, cancellation and insertions.

5.14 The Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.

5.15 All the tenders in which, any of the prescribed conditions are not fulfilled / incomplete in any respect are liable to be rejected.

5.16 The Bidder shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority.

**Note:-** The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.

5.17 The bidders shall furnish a declaration that none of their near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work as per Annexure-A.

5.18 The successful bidder on award of work, shall submit an Undertaking as per Annexure-B on Environment Safety if applicable and abide by the same throughout the currency of the contract.

5.19 No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of Government of India or AAI is allowed to work as contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India/AAI. The contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the contractor's service.

5.20 Tenders shall be received by the Accepting Authority up to the date and time and shall be opened on the due date and time as detailed in the Notice inviting Tender.

\* \* \*

**SECTION : VI**  
**SPECIAL CONDITIONS OF CONTRACT**

**NAME OF WORK**

**Job Work for trapping and removing of wildlife(Jackal etc) from operational area at LGBI Airport, Guwahati**

**6.0 SCOPE OF WORK**

The contractor shall provide the manpower, equipment and other necessary items as per requirement to carry out the job as per satisfaction of AAI by itself or through its representatives

**6.1**

<b>SL.NO</b>	<b>JOB DESCRIPTION</b>	<b>QUANTITY</b>
01	<p><b>Trapping and removing of wildlife(jackal) from operational are at LGBI Airport, Guwahati.</b></p> <p><u>Manpower to be deployed:</u> Minimum 25 nos. experienced in dealing with monitoring of wildlife (Jackal/mongoose/dogs etc) movements and rap them in net/cage.</p> <p>Net/ cage : Minimum 04 nos. Working hours :24 hours The wildlife shall include Jackal , Mongoose,Dog etc</p>	<p>Time allowed is 15 days. AAI may allow extra time on written request from the agency for which no extra payment shall be made.</p> <p>The total cost shall includes:</p> <ul style="list-style-type: none"> <li>a) Cost of deployment of 25 manpower having required training for the job.</li> <li>b) Cost of medical insurance of the people deployed.</li> <li>c) Cost of cage and nylon nets</li> <li>d) Cost of consumables (baits)</li> <li>e) Food expenses of the people deployed.</li> <li>f) Rates to be quoted inclusive of all other taxes, duties, cess, fee, royalty charges, labour cess etc. Levied under any statute, but exclusive of GST for all the items/services, FOR Guwahati Airport.</li> </ul>

6.1.1 The contractor shall abide by the wildlife and animal protection lawa/norms/act/regulation and shall use only those methods /procedures permitted under wildlife act for trapping wildlife.

6.1.2 The contractor shall abide by the BCAS norms and shall submit documents, fees as applicable for obtaining Airport Entry Pass for staff deployed at Guwahati Airport.

6.1.3 The contractor and the manpower deployed by the contractor shall follow the airside/operational area procedures as laid down by DGCA during execution of the work.

6.1.4 The contractor shall abide by the rules and regulations as laid down by AAI for permitting work inside the operational area.

6.1.5 The contractor shall be responsible for incident/accident happened to its manpower during execution of the work.

6.1.6 The contractor shall indemnify AAI or its employees at his own cost for any act/ penalty imposed during execution of the aforesaid work on account of any omission, non compliance of any Bye laws or harm/injury/accident to the persons/animal/wildlife/aircraft/passengers/staff. Nothing extra shall be paid by AAI on this account.

6.1.7 The contractor has to hand over the trapped wildlife to the State Forest Department in coordination with AAI.

## 6.2 **ESCALATION / DE-ESCALATION OF RATES**

No escalation / de-escalation in rates shall be allowed during the currency of contract except on account of statutory variation (increase / decrease) in the price Govt. tax and other Govt. levies.

## 6.3 **GOODS & SERVICES TAX (GST)**

6.3.1 The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST.

6.3.2 The copy (self-attested) of GST Certificate should be submitted before submission of invoice. The GSTIN of AAI and the Bidder must be mentioned on each invoice / hire bill.

6.3.3 No claim on account of penalties, interest etc. if any levied by statutory authorities on account of non-compliance of provision of GST shall be entertained.

6.3.4 Goods & Services Tax as applicable will be paid extra by AAI. During currency of the contract, any change in the GST rate, as notified by the Govt. of India from time to time shall be applicable.

## 6.4 **TAXES & OTHER CHARGES**

Income Tax or any other taxes as applicable from time to time shall be deducted as per provisions of the Act from the Bill of Contractor and shall issue requisite TDS certificate.

## 6.5 **PAYMENT**

6.5.1 Payment shall be made as per following on submission of GST bill.

6.5.2 25% of the quoted amount 5 days before commencement of work

6.5.3 25% of the quoted amount within 7 days after commencement of work

6.5.4 25% of the quoted amount within 12 days after commencement of work.

6.5.5 25% of the quoted amount on last day of work

**6.6 Adjudication through Arbitration:** - Except where the decision has become final, binding and conclusive in terms of Sub Para (i) above, disputes or differences shall be referred for adjudication through arbitration by a sole arbitrator appointed by the Chairman / Member of AAI. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of contract that If the contractor does not make any demand for appointment of Arbitrator in respect of any claim in writing within 120 (One hundred Twenty) days of receiving the decision / award from Dispute Resolution Committee, the claim of contractor(s) will be deemed to have been waived and absolutely barred and the AAI shall be discharged and released of all liabilities under the contract in respect of these claims. It is term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such disputes along with the notice for appointment of arbitrator and giving reference to the rejection of their claims by the Dispute Resolution Committee. It is also a term of this contract that no person, other than a person appointed by above mentioned appointing authority, should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each dispute and claim referred to him and in all cases where the total amount of the claims by any party exceeds Rs.1,00,000/-, the arbitrator shall give reasons for the award. It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, If required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

#### 6.7 **FORCE MAJEURE**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, earth quake, explosions, epidemics, quarantine restrictions, bandh, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of AAI as to whether the

services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option to terminate the contract.

**6.8 PERIOD OF CONTRACT**

The contract shall be valid for an initial period of 15 days to be reckoned from the date of commencing the work at the airport. AAI may allow extra time on written request from the agency for which no extra payment shall be made.

**6.9 SUBLETTING OF CONTRACT**

The work shall not be sublet / assigned directly or indirectly to any other agencies without prior written consent of the competent authority of the AAI.

**6.10 BID EVALUATION**

6.10.1 The evaluation criteria / comparison of rates for identifying the successful bidder shall be on Item Rate basis and based on the lowest rates quoted for the supply of the item i.e. Basic Cost (excluding GST) in each category, in the Financial Bid (online BOQ in .xls format ).

**6.11 QUOTING OF RATES IN BOQ**

Rates to be quoted inclusive of all other taxes, duties, cess, fee, royalty charges, labour cess etc. Levied under any statute, but exclusive of GST for all the items/services, FOR Guwahati Airport. The GST will be paid in actual as applicable time to time as per directive of Govt. of India for the item/service supplied/rendered.

**6.12 CONTRACT AGREEMENT**

6.12.1 The NIT, General Conditions of Contract (G.C.C), Special Condition of contract (S.C.C) as specified above and Work order placed on Successful Tenderer or any other relevant letter, shall form the part of the agreement to be made with the AAI.

6.12.2 The contract agreement shall be executed on a non-judicial Stamp Paper of value Rs.100/- as per AAI format and the cost of the same shall be borne by the Contractor.

**6.13 JURISDICTION**

The agreement including all matters with this contract, shall be governed by the Laws of India for the time being in force and shall be subjected to exclusive jurisdiction of the Guwahati Court only.

**6.15 SECURITY DEPOSITE(SD)**

10% of the quoted value shall be kept as security deposit which the contractor can deposit in the form of Demand draft or else shall be deducted from the running bill.

**6.16 DEFECTS LIABILITY PERIOD:**

Contractor shall be responsible to make good and remedy at his own expense for any defect which may develop or may be noticed within the defects liability period which shall be reckoned as six months from the certified date of work completion. Security Deposit withheld from the bills shall be released only on successful completion of defects liability period.

\* \* \*

**ANNEXURE - A**

**(TO BE SUBMITTED IN COVER-I)**

**UNDERTAKING-CUM-DECLARATION**

**UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF TENDER,  
NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND  
NON-BLACKLISTING / DEBARRING OF FIRM**

Name of work: **Job Work for trapping and removing of wildlife(Jackal etc) from operational area at LGBI Airport, Guwahati**

Tender No.: **AAI/GHT/ATM-SAFETY/**.  
**e-Tender No:2020\_AAI\_46445\_1**

1. I / we hereby certify that I / we have read the entire terms and conditions of the tender document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the tender conditions of AAI's tender document in its entirety for the above works.

It is clarified that after unconditionally accepting all the tender conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the tender enclosed in Cover- "II" & III" and the same has been followed in the present case. In case any provisions of this tender are found violated after opening Cover- "II" & "III". I / We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said Earnest Money Deposit (EMD) absolutely.

2. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

3. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.

4. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.

5. I / We do further declare and state that all the above information given by me/ us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

**Date:**

**Signature of Bidder / Authorized Signatory  
(with Company Seal)**

# FINANCIAL BID (BOQ)(INDICATIVE ONLY)

BOQWILDLIFETRAPPINGVALIDATED [Compatibility Mode] - Microsoft Excel

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Print Preview

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**Item Rate BOQ**

Tender Inviting Authority: In-Store Manager (Text), LOBE Airport, Guwahati

Name of Work Job Work for trapping and removing of wildlife(Jackal etc) from operational area at LOBE Airport, Guwahati

Contract No: AAI\_GHT\_AVN SAFETY > tender id: 2020\_AAI\_\*\*\*\_J

Name of the Bidder/Bidding Firm: XXXXXXXXXX

Company: XXXXXXXXXX

**PRICE SCHEDULE**

(The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #
1	Item Description	Quantity	UNITS	RATE	TOTAL AMOUNT	TOTAL AMOUNT	
				(inclusive of BIDDING 0.1% and 6.12 of NET) in Rs. P	FOR THE JOB In Words		
1	1						
	Trapping and removing of wildlife(Jackal) from operational area at LOBE Airport, Guwahati.						
	Manpower to be deployed: Minimum 25 nos. experienced in dealing with monitoring of wildlife (Jackal/mongoose/dogs etc) movements and trap them in net/ cage.						
	Net / cage - Minimum 04 nos. Working hours - 24 hours The wildlife shall include Jackal , Mongoose, Dog etc (Please refer the para 6.1 and 6.12 of NET)	1.00	Nos	0.00		INR Zero Only	
	<b>Total in Figures</b>				<b>0.00</b>	INR Zero Only	
	<b>Quoted Rate in Words</b>					<b>INR Zero Only</b>	

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IN 3/20/2020

**AAI/GHT/AVN SAFETY**

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